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23 February 1952

Chief, Procurement Office

Comptroller

Items of Equipment Requested by Office of Comptroller

1. Under date of 29 November 1951, this Office requested through the Building Supply Officer, North Building, the following equipment, which as of this date has not been received:

- 1 Chair, leather upholstered, easy type 3-C-8015 Class "A"
- 1 Desk Lamp, fluorescent with bulbs, Pedestal Type 3-L-7255
- 1 Smoking Stand, metal bronze finish 3-A-8070

2. Also, memorandum dated 15 January 1952, was forwarded to the Building Supply Officer requesting the following equipment which has not been received:

- 1 Calculator 3-M-7280 - Room 228 Central Building
- 1 Costumer 3-C-7210 - Room 228 Central Building
- 1 Costumer 3-C-7210 - Room 210 Central Building
- 2 Lamps 3-L-7255 - Room 228 Central Building

3. It has now been almost three months since the order was placed for the equipment listed in the first paragraph and more than a month for the equipment listed in the second paragraph. It is really hard to understand why it should take so long a time to furnish the type of equipment ordered.

4. This Office has never experienced such delays before. Delays have only occurred since the establishment of the Building Supply Officer system. Prior to the establishment of this system, requisitions for supplies and equipment were sent direct to the Procurement Office and the items ordered were delivered within a reasonable time. If some of the items ordered were not available, the Office was notified and given an approximate date of delivery and/or advised of substitute items that could be made available until the ordered items were obtained. We are not only experiencing delays in obtaining ordered equipment but also delays in obtaining services formerly furnished directly by Administrative Services such as moves within the Office, etc.

5. It is recommended that consideration be given to the elimination of the Building Supply Officer System in order that each Office of the Agency may deal directly with the Procurement Office and Administrative Services for the required services rather than work through a "middleman." It is the considered

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opinion of the undersigned that such action will result in quite a saving to the Agency in manpower, time, space, etc. Also, much time will be saved by the Administrative personnel throughout the Agency.

/s/ E. R. SANDERS

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